

NOT ACCEPTING RESUMES AT THIS TIME (Rev. March 2004)

STUDENT ASSISTANT

CLASS TITLE: Student Assistant

TYPE OF APPOINTMENT: Temporary

TIME BASE: Part-time

SHIFT: Days, 8:00 a.m. - 5:00 p.m. (minimum 20 hours per week)

WORK WEEK: Monday - Friday

BENEFITS: Paid sick leave and vacation. Valuable work experience.

SALARY: \$7.86 - \$10.47 (rate dependent on college units completed)

LOCATION: Sacramento, San Francisco, San Diego & Los Angeles

DUTIES: As a document analyst, the student will assist attorneys and staff of the Department of Justice with complex and controversial litigation cases. Students will review and analyze litigation documents, including reports, correspondence, transcripts, depositions, and pleadings, and code specific information about the documents into a computerized litigation support database. The student will have the opportunity to use litigation support databases/software such as e-transcript binder, Concordance, Litigator's Notebook, and civil and criminal law brief banks.

DESIRABLE QUALIFICATIONS: Ability to analyze complex documents in order to determine relevant information for coding into the database; write clearly, using the proper grammar and syntax; summarize information about a document; compare documents to criteria established for each case; perform quality control of database information; and, have good keyboard skills.

WHO MAY APPLY: Other State Agencies

Other (Must be enrolled in at least six (6) semester units)

HOW TO APPLY: All interested applicants must e-mail (preferred), mail, or FAX a Standard State Application Form (Std. 678) and resume to:

Brenda Pruitt
Office of the Attorney General - Law Practice Support Section
1300 I Street, Suite 1260
Sacramento, CA 95814

FAX: (916) 322-4780

E-mail: Brenda.Pruitt@doj.ca.gov

Applications will be screened and only the most competitive applicants will be contacted. Once hired, student will be asked to provide official transcripts.

SUBMIT APPLICATIONS BY: Continuous filing.